

BATON ROUGE POLICE DEPARTMENT

General Order
No.123

Effective Date
11-01-1995

Revised Date
10-16-2019

Subject: Request for Training/ Travel

Reviewed 10-10-19

PURPOSE

Training gives integrity to the agency's claim of professionalism. Officers should take a personal initiative to improve their skills, knowledge, and abilities as professional law enforcement officers of the Baton Rouge Police Department. The purpose of this general order is to set forth the procedures for submitting requests for training and/ or travel. This general order will also set forth an evaluation process and a final disposition and notification format.

POLICY

It is the policy of this department to encourage every employee to further his/her career through training and education and to provide opportunities for the employee to receive this training. Employees desiring training should follow these guidelines to attend department funded training. Training will be paid for by the department including tuition/registration fees, per diem, hotel, and travel expenses for those required to attend training where travel distance is greater than one hundred (100) miles round trip from the City-parish, and overnight lodging is required.

Members desiring to participate in non-mandatory training programs may, prior to attendance, request approval for payment or reimbursement for expenses by following the guidelines set forth in this general order. Approval is at the discretion of the Chief of Police and is contingent upon available funding.

If an employee wish to attend a non-mandatory training program at the employee's own expense while on duty or administrative leave, approval to attend such training program will be at the discretion of the Chief of Police when the program's enrollment is restricted to "law enforcement" or "commissioned personnel." (Attendance requires the employee to be employed with the agency). If an employee wish to attend training/school (college, vo-tech, etc.) not related to their employment with the agency, at the employee's own expense and the employee's own leave time no approval is needed.

College course(s) that will be attended on the member's own time, at the member's own expense, do not require departmental approval. If a member desires to enroll in a college course that will conflict with the member's existing work schedule, approval must be obtained in writing, routed through the chain of command, from the division commander. Documentation will include course title, description, location, and course times. Consideration for change of work assignment or the granting of time off by the division commander will be based on the needs of the department.

Should a member request attendance at a professional seminar and/or conference not specifically associated with his commissioned duties within the department, approval to utilize Administrative Leave may be granted at the discretion of the Chief of Police. Written request for such attendance will be submitted through the member's chain of command following the guidelines as set forth in this general order. Unless otherwise approved by the Chief of Police, travel to and from such professional seminar/conference shall not be included as part of the Administrative Leave.

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No member will register or be registered by a supervisor for any training program prior to receiving written approval from the Chief of Police. Should a member be found to have registered for a training program without obtaining said approval, the member may be removed from the training program and may incur any cancellation fees associated with the removal.

Members requesting to attend training programs requiring lodging arrangements should be aware that a credit card number or advance deposit may be necessary to hold a room until the date of attendance. Cancellation fees incurred because of a member's unauthorized absence from his/her requested training will be the responsibility of the requesting member.

I. Requests for Training/ Travel - hereinafter referred to as RFT's as used in this general order include all requests for:

- seminar attendance,
- professional conferences,
- administrative leave associated with travel,
- travel for duty purposes that require lodging & per diem, including vehicle transports, etc,
- specialized schools, excluding the FBI National Academy, and
- trials and competitions for certification/ability recognition.

Departmental in-service, certifications, re-certifications, or any other Department sponsored courses do not require a RFT to be completed. If an officer wishes to attend a Departmental approved course, the officer's shall have his/her **supervisor** contact Training Services to request a position in the perspective course for this officer.

II. Attendance Request Requirements for Police Officers

A. All Departmental Personnel

1. All RFT's will be submitted in writing to the Chief of Police. The request must include all costs associated with the training:
 - a. registration,
 - b. accommodations including taxes and any special occupancy fees those municipalities may charge,
 - c. transportation to and from the training site (air fare, use of unit, POV, or other),
 - d. ground transportation (car rental, if warranted; approved bus/taxi fares and parking are reimbursable),
 - e. number of days per diem required (Per Diem rate established by City Parish Travel Rules),
 - f. the costs of any award banquets or other networking meetings offered by the school.

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2. All RFT's will include the following documentation except where such is not provided by the training program/conference organizer:
 - a. The completed registration form (if internet-based registration, should be completed, printed, then attached to the RFT. Registration should not be submitted by the member unless directed to do so by the Operational Management travel coordinator).
 - b. The brochure and/or printed training program description including the course/conference itinerary,
 - c. Hotel information (if applicable to the RFT),
 - d. *Request for Authorization for Office Travel*, City/Parish Form FDB-115 (found in the Accounting subfolder of eForms) (only complete section 10).
 - e. Travel Expense Reconciliation form, only sign bottom left of form "Certificate of Payee", do not fill out the form.
 3. To insure that school, flight, and accommodation space is reserved for the officer, all RFT's should be submitted at least 30 days prior to the training.
 - a. If the officer is unable to submit a request in the time listed in section A.2. above, and upon approval through the guidelines in this general order, the officer(s) desiring to attend the approved outside training can submit an RFT and offer to pay the expenses out of his/her own pocket.
 - b. The officer(s) can then be reimbursed for expenses that would normally be paid for by the department based upon documented expenses (including the items listed in A.1.a. - f. above).
 4. If a departmental unit is to be used for transportation, then a specific request must be made to the Chief of Police for his approval.
 - a. If the departmental unit will be used to transport additional civilian occupants, an additional request and approval must be submitted to and obtained from the City Parish Vehicle Use Committee (Council Budget Office).
 - b. If approval is granted for use of the departmental unit, all rules and regulations pertaining to the use of a City/Parish vehicle-departmental unit apply.
 5. The RFT must then be forwarded by the requesting officer(s) through the Chain of command.
- B. Departmental Section Leaders
1. Upon receiving announcements for training (brochures, advertisements, Training Services correspondence, etc.), the respective section leader will either:

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- a. have interested personnel under his/her command submit an RFT using the approved format (see illustration # 1) to attend,
 - b. appoint a representative of the section to attend and submit an RFT.
 2. Upon receipt of an RFT by a subordinate, the supervisor should insure all required documentation is attached, then sign off on the RFT and forward the RFT to the next person in the requesting officer's chain of command.
 3. If the request is rejected by any supervisor, that supervisor must note the reason for this action on the RFT (or accompanying memo) and forward the request to the next command level.
 4. After each person in the requesting officer's chain of command has signed off on the RFT, the bureau commander will be responsible to confirm availability of training funds in his/her section budget and forward the RFT to the Chief of Police for his evaluation.
- C. Training Services
1. Training Services will be responsible for the distribution of all departmental initiated training announcements-correspondence to the respective officers and section leaders.

III. Evaluation Process

Evaluation of RFT's will be conducted by the Bureau Commander of the employee submitting the RFT.

IV. Final Disposition and Notification Format

- A. Request Approval
1. The Chief of Police will review the findings of the Bureau Commander.
 2. Upon approving the RFT, a letter signed by the Chief of Police will be sent to the officer(s) informing them of the specifics relative to tuition, lodging, travel, and per diem expenses approximately ten days prior to attendance.
- B. Request Disapproval - If an RFT is disapproved, the Chief of Police will forward a letter to the requesting officer(s) providing them with one or more of the following reasons for his action:
1. Training not relevant to your current assignment.
 2. Training not needed by this department.
 3. Budget restrictions.
 4. Staffing restrictions.
 5. Training is available locally and at less expense.
 6. Request received too late to process.
 7. Other.

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V. Attendance/Completion of Training

- A. Because of the labor and expense involved in registering officers for training, officers are to treat an approval of an RFT as a temporary assignment and are required to attend the training sessions. Unauthorized absence from a training assignment will be treated as AWOL.
 - 1. Notification of withdrawal of an RFT must be made in writing and submitted to the Chief through the chain of command.
 - 2. Any changes from planned travel, including lodging, must be approved by the Office of Operational Management travel coordinator.
 - 3. Cancellation fees incurred because of an officer's unauthorized absence (not approved by the Chief of Police) from his/her requested training will be the responsibility of the requesting officer.
 - 4. Local ongoing training missed due to excused absences (required court appearances, sick leave taken in compliance with General Order # 104) will require the absent officer's supervisor notifying the director of training in writing and will be rescheduled for the next available training date.
- B. All receipts, i.e. registration, lodging, car rental and other ground transportation fares, will be provided to the Accounting Office upon an officer's return from training. Because of Finance rules & regulations regarding travel, these receipts must be provided to Accounting immediately upon the officer's return from training so that Accounting can expeditiously file a return to the Finance Department.
- C. A copy of a certificate of completion or other awards (if applicable) will be turned in to Training Services (for the updating of the officer(s) training records) and Accounting.
- D. An outline of the subject matter covered during an officer's attendance, along with a copy of any handout material received during the school or seminar, must be forwarded to Training Services.

VI. Exemption - FBI National Academy

- A. An existing review committee of officers will review requests of attendance.
- B. The Chief of Police will appoint the highest ranking F.B.I. National Academy graduate as Chairperson of the Committee.
- C. Committee members will be appointed by the Chief of Police at his discretion.
- D. The committee will consist of four officers and each will have one vote to recommend approval or disapproval to the Chief of Police.

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- E. If a committee member is not able to attend a board meeting, the Chairperson will be authorized to replace that member with another graduate.
- F. The Chairperson of the committee will not vote except in the event of a tie by the members of the board.
- G. The criteria set forth for attendance to the F.B.I. National Academy is as follows:
 - 1. Must have a minimum of ten (10) years of law enforcement experience with the Baton Rouge Police Department.
 - 2. Must have a minimum of three (3) years remaining on the Baton Rouge Police Department after graduation from the F.B.I.N.A..
 - 3. Interested parties for attendance to the F.B.I.N.A. will be solicited from the department at large and be requested to submit a letter to the selection committee expressing their interest.
 - 4. The F.B.I.N.A. selection committee will be responsible for responding to all interested parties.